



TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Sells (520) 383-6540 ~ Fax: (520) 383-4676

San Xavier: (520) 295-2464 ~ Fax: (520) 295-2626

Website: www.tonation-nsn.gov



PLEASE POST

HEALTH CENTERS Weekly Job Summary

November 6 - November 9, 2017

LOCATION: NATION WIDE					
HR 210	Department/Program/Division	Job Title	Opening Date	Closing Date	FY 2018 Salary (DOE)
All Health Centers					
2189	Division of Clinical Services/Medical Staff	Medical Officer Ophthalmology	3/27/2017	Open Until Filled	\$197,146 - \$299,980
Sells Health Center - Sells, AZ					
2206	Purchased/Referred Care	Administrative Medical Assistant	9/5/2017	Open Until Filled	\$19.52 - \$24.37
3003	Physical Therapy Department	Physical Therapist Assistant CL	9/5/2017	Open Until Filled	\$17.42 - \$21.75
3002	Pathology & Medical Lab Program	Medical Laboratory Technician	9/5/2017	Open Until Filled	\$24.01 - \$29.99
2097	Optometry Services	Optometrist Clinical	12/19/2016	Open Until Filled	\$75,259 - \$93,988
2107	Optometry Services	Optometric Assistant	9/5/2017	Open Until Filled	\$16.83 - \$21.02
3032	EMS	Paramedic	2/6/2017	Open Until Filled	\$19.71 - \$24.61
2213	Outpatient Department	Administrative Medical Assistant	9/18/2017	Open Until Filled	\$19.52 - \$24.37
3004	Inpatient Nursing Services	Practical Nurse	10/31/2016	Open Until Filled	\$17.85 - \$22.30
3005	Inpatient Nursing Services	Practical Nurse	10/31/2016	Open Until Filled	\$17.85 - \$22.30
3015	Pharmacy	Pharmacy Technician	10/30/2017	Open Until Filled	\$19.71 - \$24.61
3021	Radiological Service Program	Diagnostic Radiologic Technologist (CT)	10/30/2017	Open Until Filled	\$26.50 - \$33.10
3023	Radiological Service Program	Diagnostic Radiologic Technologist (CT)	10/30/2017	Open Until Filled	\$26.50 - \$33.10
3026	Dental Department	Pediatric Dentist	10/30/2017	Open Until Filled	\$171,664 - \$214,385
3035	Nutrition and Dietetic Services	Cook - NEW	11/6/2017	Open Until Filled	\$19.71 - \$24.61
San Simon Health Center - San Simon, AZ					
2112	Medical Imaging/Professional Services	Diagnostic Radiologic Technologist (Ultrasound)	11/7/2016	Open Until Filled	\$26.25 - \$32.78
3025	Radiological Service Program	Diagnostic Radiologic Technologist (CT)	9/5/2017	Open Until Filled	\$26.50 - \$33.10
2180	Public Health Nursing	Public Health Nurse	9/25/2017	Open Until Filled	\$33.60 - \$41.96
3001	Ambulatory Care Services	Supervisory Clinical Nurse - Ambulatory	10/16/2017	Open Until Filled	\$81,840 - \$102,206
3006	Dental Department	Dental Assistant CL	10/16/2017	Open Until Filled	\$14.30 - \$22.30
San Xavier Health Center - San Xavier, AZ					
2108	Optometry Services	Ophthalmic Assistant	8/28/2017	Open Until Filled	\$22.08 - \$27.58
2026	Outpatient Department	Lead Clinical Nurse	9/18/2017	Open Until Filled	\$61,768 - \$77,140
2075	Revenue Enhancement Branch	Supervisory Medical Support Assistant (OA)	9/18/2017	Open Until Filled	\$44,808 - \$55,959
3011	Pharmacy	Pharmacy Technician	10/30/2017	Open Until Filled	\$19.71 - \$24.61
Santa Rosa Health Care - Santa Rosa, AZ					
3008	Outpatient Services	Medical Assistant	10/16/2017	Open Until Filled	\$15.78 - \$19.71

POSITIONS OPEN CONTINUOUS

LOCATION

Sells, San Xavier
San Simon
Sells
Sells, San Xavier
Sells
Sells
Sells

POSITION (S)

Clinical Nurse (Emergency Care) (Ambulatory Care)
Health Systems Administrator (Facility Unit Director)
Medical Officer (Emergency)
Medical Instrument Technician
Medical Officer Administrator (Clinical Director)
Nurse Specialist (Case Management)
Supervisory Optometrist

CLOSING DATE

Open Continuous
Open Continuous
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Open Continuous
Open Continuous
Open Continuous
Open Continuous

Sells	Medical Laboratory Technician	Open Continuous
Sells	Behavioral Medicine Therapist	Open Continuous
Sells	Social Worker	Open Continuous
Sells	Medical Instrument Technician (Ultrasound)	Open Continuous
Sells	Physician Assistant	Open Continuous

Open Continuous: The closing date for any open continuous examination may be set at any time.

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: You must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

Clerical Testing (CR): Clerical testing is reserved for Monday-Friday 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 2:30 p.m. (Except on Orientation Fridays). If applying for a position that requires clerical testing, please contact Human Resources at (520) 383-6540 to schedule an appointment.

Career Ladder (CL): Positions that include career ladder opportunities, are identified as "CL" after the job title. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the career ladder until full level is met.

Clerical test results must be submitted with your application packet to be considered "complete."

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) signed and completed Background/MVR Investigations document, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) may require copy of a valid driver's license and 39-month motor vehicle record. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

Immunization Requirement: Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: Cook

SALARY: \$19.71 - \$24.61 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: November 6, 2017

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: TONHC/Nutrition and Dietetic Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Plans and prepares meals for regular, therapeutic, and modified diets; prepares meals from a variety of menu items using standardized recipes and procedures, and prepares meals using various cooking methods. Ensures that meals are ready at the appropriate time and that temperatures are maintained and conform to established standards.

SCOPE OF WORK: This position is located within the Nutrition and Dietetic Services Department of the Tohono O'odham Nation Sells Hospital, and is one of six (6) Cook positions. The incumbent's primary job is to accurately produce meals for patients, employees, and outside customers, to provide responsive and timely customer service, and to ensure that the foodservice section functions smoothly on a daily basis by completing job tasks within a specified time frame. The Cook position works under the direction of the Cook Supervisor who establishes daily work assignments and spot checks completed work assignments.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Six months food service industry work experience; or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- ServSafe® Certification must be obtained within six to twelve months after hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"